

**ASSISTANT FINANCE DIRECTOR
FINANCE DEPARTMENT**

SALARY RANGE: \$6,154 - \$8,247 per month

CLOSING DATE: Open Until Filled

ABOUT THE JOB: The Assistant Finance Director manages the general operations of finance, budget and accounting functions, supervises accounting staff, and acts as Finance Director in his absence.

ESSENTIAL FUNCTIONS OF THE JOB:

- Develop, review, approve and implement division work plans, services, policies, procedures and reports;
- Manage a staff of 17 in the areas of Payroll, AP/AR, Utility Billing, Investments, Cash Management, Utility Financial Operations, and Grant Reporting to ensure the City's and the department's goals and objectives are met;
- Assist in preparing the City-wide budget with annual budget of \$175 million and comprised of 26 funds and 501 FTE's;
- Direct all staff activities in preparing year-end closings, prepare the annual financial report (CAFR) and coordinate all audit functions;
- Direct, plan, coordinate and update financial plans including bond issues and bond refunding;
- Initiate, plan, organize, evaluate and review internal accounting controls and procedures.

TO QUALIFY: Requires a Bachelor's degree in accounting, finance, business/public administration or related field and seven years experience in accounting, including five years in a municipal setting and three years in a supervisory or managerial role, or an equivalent combination of education and experience.

Requires knowledge of Generally Accepted Accounting Principles, Governmental Accounting Principles, Governmental Accounting Standard Boards, and laws and regulations governing municipal budgeting in Oregon.

Requires a valid driver's license and the ability to meet the City's driving standards. Certified Public Accountant (CPA) is desirable.

TO APPLY: All interested individuals may apply by submitting a City of Beaverton application form to the Human Resources Department, Beaverton City Hall, 4755 SW Griffith Drive, Beaverton, OR 97005. Applications may be completed on our website at www.beavertonoregon.gov. EOE M/F/D/V